

Attachment C: Checklist for Completing the CCDF Plan Preprint

The checklist below summarizes key Plan sections and required attachments and is intended as a guide to submitting a complete CCDF Plan Preprint.

<i>Check if included in Plan</i>	<i>Plan Section</i>
<input type="checkbox"/>	Cover Letter , signed by Lead Agency official (<i>recommended, not required</i>)
<input type="checkbox"/>	CCDF Plan Preprint - Complete the official ACF-118 with the OMB approval number and expiration date on cover
<input type="checkbox"/>	CCDF Plan Preprint – Insert the State/Territory name on the Cover Page after “Child Care and Development Fund Plan for ...”
<input type="checkbox"/>	CCDF Plan Preprint – Insert the State/Territory name at the top of each page
<input type="checkbox"/>	Table of Contents – List any additional attachments included with the Plan.
<input type="checkbox"/>	Part 2 – Emergency Preparedness and Response Plan for Child Care and Early Childhood Programs - Attachment 2.1.2 - If the Lead Agency has prepared an emergency preparedness plan related to child care and early childhood development services, include as Attachment 2.1.2.
<input type="checkbox"/>	Part 2 – Plan for Early Childhood Program Coordination - Attachment 2.1.3 - If the Lead Agency has developed a Plan for Early Childhood Program Coordination, include as Attachment 2.1.3.
<input type="checkbox"/>	Part 2 – Public Hearing Process - Attachment 2.2 - A brief summary of the public comments from this process is included as Attachment 2.2 . <input type="checkbox"/> Public Hearing was held no earlier than January 1, 2009. <input type="checkbox"/> Minimum of 20 days statewide public notice was provided in advance of the hearing.
<input type="checkbox"/>	Part 3 – Description of Child Care Services - Attachment 3.1.1 - A copy of the eligibility worker’s manual, policy handbook, or other printed guidelines for administering the child care subsidy program is attached as Attachment 3.1.1 . If these materials are available on the web, the State may provide the appropriate Web site address in lieu of attaching hard copies to the Plan.
<input type="checkbox"/>	Part 3 – Payment Rates for the Provision of Child Care - Attachment 3.2.1 – Attach payment rates that are or will be effective as of October 1, 2009 (effective date of the CCDF Plan).
<input type="checkbox"/>	Part 3 – Payment Rates for the Provision of Child Care - Attachment 3.2.2 – In States or Territories where administration of child care subsidy programs has been delegated to local entities who set their own individualized payment rates, the Lead Agency must submit copies of the payment rates relating to all areas in the State/Territory for all categories of care, including in-home providers, that are or will be effective October 1, 2009.

<i>Check if included in Plan</i>	<i>Plan Section</i>
<input type="checkbox"/>	<p>Part 3 – Payment Rates for the Provision of Child Care - Attachment 3.2.3 - A copy of the Market Rate Survey instrument and a <u>summary of the results</u> of the survey are provided as Attachment 3.2.3.</p> <p><input type="checkbox"/> The Market Rate Survey was completed and analyzed no earlier than October 1, 2007 and no later than June 30, 2009.</p>
<input type="checkbox"/>	<p>Part 3 – Sliding Fee Scale for Child Care Services - Attachment 3.5.1 - A copy of this sliding fee scale for child care services is provided as Attachment 3.5.1.</p>
<input type="checkbox"/>	<p>Part 3 – Sliding Fee Scale for Child Care Services - Attachment 3.5.2 - If sliding fee scale provided in Attachment 3.5.1 is not used in all parts of the State, the other scale used is provided in Attachment 3.5.2.</p>
<input type="checkbox"/>	<p>Part 4 – Application Process/Parental Choice - 4.1.1 – Attach a copy of parent application for the child care subsidy program.</p>
<input type="checkbox"/>	<p>Part 5 – Early Learning Guidelines and Professional Development Plans - Attachment 5.2.1 - If the Lead Agency has developed Early Learning Guidelines, include as Attachment 5.2.1.</p>
<input type="checkbox"/>	<p>Part 5 - Early Learning Guidelines and Professional Development Plans - Attachment 5.2.3 - If the Lead Agency has developed materials to support the implementation of these guidelines, include as Attachment 5.2.3. If these are available on the web, provide the appropriate Web site address (reports must still be attached to Plan).</p>
<input type="checkbox"/>	<p>Part 5 - Early Learning Guidelines and Professional Development Plans - Attachment 5.2.4 - If the Lead Agency has written reports of its assessment efforts for its Early Learning Guidelines, include as Attachment 5.2.4. If these are available on the web, provide the appropriate Web site address (reports must still be attached to Plan).</p>
<input type="checkbox"/>	<p>Attachment 5.2.5 - Early Learning Guidelines and Professional Development Plans – Attachment 5.2.5. If the Lead Agency has developed Professional Development Plans, include as Attachment 5.2.5. If these are available on the web, provide the appropriate Web site address (reports must still be attached to Plan).</p>
<input type="checkbox"/>	<p>Appendix 1 – CCDF Program Assurances and Certifications – Lead Agency must provide these assurances and certifications regarding its CCDF Plan.</p>
<input type="checkbox"/>	<p>Appendix 2 – Eligibility and Priority Terminology – For purposes of determining eligibility and/or priority for CCDF-funded child care services, Lead Agencies must define these terms.</p> <p><input type="checkbox"/> List and define any additional terminology related to conditions of eligibility and/or priority established by the Lead Agency for 3.3.5 and/or 3.4.4.</p>
<input type="checkbox"/>	<p>Appendix 3 – Additional Certifications - These certifications were obtained in the 1997 Plan and need not be collected again if there has been no change in Lead Agency. If there has been a change in Lead Agency, these certifications must be completed and submitted with the Plan.</p>